

King County  
2009 Emergency Budget Furlough

# Payroll Processing Guide



**King County**

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# Furlough Flash (Payroll Bulletin)

*December 12, 2008*

The first furlough day of 2009, January 2, is rapidly approaching. In order to meet the payroll deadlines, central Payroll Operations has made some adjustments to the processing schedules and/or the processes for both the PeopleSoft and MSA payrolls.

## MSA Payroll

Typically, the January 5 payroll would be available for pick up on Jan. 2 after 2:30 p.m. However, due to the scheduled furlough day, the following will happen:

- Central Payroll Operations will have only the pay **warrants** ready for pick up on Wednesday, Dec. 31 after 2 p.m. To the extent possible, please do not distribute the warrants to employees until payday (Jan. 5). For employees on early shifts, the warrants may be distributed earlier, but tell employees they may not cash the warrants until Jan. 5.
- As always, please keep the warrants in a secure location until they are distributed.
- No pay warrants will be sent through interoffice mail. If you do not pick the warrants up on Wednesday, Dec. 31, you may pick them up on Monday with the pay advices.
- Central Payroll Operations will open at 7:00 a.m. on Monday, Jan. 5 to pick up pay advices and distribute.

## PeopleSoft Payroll

Typically, the Jan. 8 payroll would be processed on Jan. 2. Since we are closed that day, the following adjustments in the processing schedule are necessary:

- The HR input deadline is Friday, Dec. 26 instead of Monday, Dec. 29.
- The Time and Labor deadline is Tuesday, Dec. 30 instead of Wednesday, Dec. 31. All Time data must be received by Dec. 30
- It is vital to meet these adjusted deadlines in order for the Jan. 8 payroll to be timely and correct.
- Due to the shortened work week, there isn't any room in the schedule for exceptions.

This is a good opportunity to remind employees who receive pay warrants to sign up for direct deposit. With direct deposit, employees can be confident that their pay will be deposited on payday.

~ END OF FURLOUGH FLASH ~

# Furlough Flash (Payroll Bulletin)

February 5, 2009

## PAYROLL PROCESSING

### PeopleSoft

The Feb. 13 furlough day (if taken) falls within the PS pay period ending Feb. 20. The Feb. 13 furlough day will appear on the pay received by employees on March 5.

### PS Processing Highlights

- Payroll Operations will be closed on Friday, Feb. 13 for the scheduled furlough day
- Payroll will be processed on Thursday, Feb. 12 (instead of Friday, Feb 13)
- Feb. 6 - HR input deadline
- Feb. 10 - Time and Labor deadline
- Feb. 5 and Feb. 19 – Paydays (pay warrants and advices distributed)

### MSA

The Feb. 13 furlough day (if taken) for MSA falls within the 1st – 15th pay period. Whenever possible, it must be processed to appear on the pay received by employees on the Feb. 20 pay date. There may be factors that impact your ability to meet this expectation but to the extent possible for reporting purposes, please make every effort to input the furlough day for the February 20 pay date.

### POL - Intent to Retire

If you have an employee who has filed an *Intent to Retire* form, has elected to take vacation time to cover the furlough day and is prepopulated in POL for the Feb. 13 furlough, you must change the furlough code to a vacation code in POL to process on the Feb. 20 pay date.

### MSA Processing Highlights

- Payroll Operations will be closed Friday, February 13, 2009 for scheduled furlough day.
- First payroll validation run and reviewed by Central Payroll Operations prior to Feb. 17.
- Reports available early morning on Feb. 17
- Multiple validations run Feb. 17 to be able to process the payroll Tuesday evening.
- Feb. 5 and Feb. 20 – Paydays (pay warrants and advices distributed)
- Feb. 16 – Holiday. Alternative work week to offset OT not possible due to this holiday
- Feb. 12 – POL cutoff date

### Short Term Temps (STT)

Make sure to code your STT employees properly. Refer to the payroll guide for processing instructions.

### Special Note!

If your payroll cutoff date to process exception time for your employees is such that you would typically include February 13th in the following pay cycle, please process the furlough day, or substituted vacation code, within the pay period that the furlough date actually falls.

If you have any questions about the above information, please contact your Payroll Liaison.

# Furlough Flash (Payroll Bulletin)

*February 5, 2009*

## REMINDERS

### **Exempt Employees**

FLSA-exempt employees observing a furlough day must be converted to hourly during the week of a furlough observance. Notifications to such employees must be provided in writing following the template on page 46 of the *2009 Emergency Budget Furlough Guidance* document.

### **Retiring Employees**

Any employee who has filed an *Intent to Retire* form must complete an *Absence Request Form* to ensure the use of a vacation day to cover a furlough day.

### **\$16.92 Employees**

Employees earning \$16.92/hour or less may use a vacation day on a scheduled furlough date. An updated list has been provided to each department's SDM.

~ END OF FURLOUGH FLASH ~

# Furlough Flash (Payroll Bulletin)

February 11, 2009

## SHORT-TERM TEMP EMPLOYEES (STT)

All furlough-eligible STT's are required to take a furlough day. STT employees will take the furlough days as scheduled. Where a STT employee is working an alternative workweek which provides for a regularly scheduled day off on a scheduled furlough day, an alternative unpaid furlough day will be scheduled preferably within the same week as the standard furlough day.

Furlough days will not serve to modify the terms or length of service of STT employees. STT employees will continue to be limited to 910 or 1040 paid hours in conformance with the initial terms and conditions of their appointment. STT's may not be used to substitute for regular employees who are on furlough days. The unpaid furlough hours do not count against the total but may serve as a rationale for the extension of an STT employment period. (2009 Emergency Budget Furlough Guidance Document, page 9.)

## PAYROLL PROCESSING – Coding STT Positions

### PeopleSoft

1. Normally scheduled to work on the furlough day: STT employees that are normally scheduled to work on the designated furlough day, but do not work due to the furlough, must be coded using TRC code **462**.
  - STT employees that are normally scheduled to work on the designated furlough day must not be re-scheduled to work on a different day and must take the designated furlough day using TRC code **462**.
  - In the event that an STT employee was re-scheduled to have the furlough day as a regular day off, the employee must schedule an alternative furlough day. Preferably during the same workweek.
2. Not scheduled to work on the furlough: STT employees that are not scheduled to work on the designated furlough day must observe an alternative furlough day, preferably in the same workweek.
  - No code is entered during the county designated furlough day since no work was performed and an alternative day is being taken. The day that the alternative furlough day is taken must be coded using TRC code **462**.
3. Emergency call-in on the furlough: STT employees called to work in an emergency on a furlough day are coded as normal for the hours worked. An alternative furlough day must be observed using TRC code **462** on the alternative furlough day.

# Furlough Flash (Payroll Bulletin)

February 11, 2009

## PAYROLL PROCESSING – Coding STT Positions

### MSA

1. Normally scheduled to work on the furlough: STT employees that are normally scheduled to work on the designated furlough day, but do not work because of the furlough, must be coded as **FUA**.
  - STT employees that are normally scheduled to work on the designated furlough day must not be re-scheduled to work on a different day and must take the designated furlough day and coded as **FUA**.
  - In the event that an STT employee was re-scheduled to have the furlough day as a regular day off, the employee must schedule an alternative furlough day. Preferably during the same workweek.
2. Not scheduled to work on the furlough: STT employees that are not scheduled to work on the designated furlough day must observe an alternative furlough day, preferably in the same workweek.
  - No code is entered during the county designated furlough day since no work was performed and an alternative day is being taken. The day that the alternative furlough day is taken must be coded as **FUA**.
3. Emergency call-in on the furlough: STT employees called to work in an emergency on a furlough day are coded as normal for the hours worked. An alternative furlough day must be observed using code **FUA** for the alternative furlough day.

~ END OF FURLOUGH FLASH ~

# MSA/POL Furlough Payroll Processing

## 1. Furlough Day Taken

MSA Hours Type Code **YF** (FURUPDACC) will be used to identify a furlough day that has been taken.

Hours coded **YF** will be used in calculating accruals.

POL Hours Type Code **FUA** (FURUPDACC) will be used to identify a furlough day that has been taken. It will map from POL to the YF code in MSA. FUA in POL will not dock pay. The reduction of earnings will happen in MSA.

If a furlough eligible employee works on a scheduled furlough day, the hours should be recorded in POL as regular hours.

## 2. Employee's Worked Extra Hours During a Furlough Week

MSA DOE **YE** (FUREXTRHRS) will be used to identify when a pay code 5 employee works additional hours during a week they observed a furlough day.

POL DOE code **YE** will be used to identify when a pay code 5 employee works additional hours during a week they observed a furlough day. This will transfer from POL to MSA as an R1 transaction to add those hrs to an employee's pay on the week they are being treated hourly.

## 3. Intent to Retire

POL will have a table provided by Labor Relations of all furlough ineligible employees for each current pay period. This table will include the Retirement Declared and Wage Rate exceptions.

Each agency will be responsible for reporting vacation hours for those employees on the Declared Retiree list or the Wage Rate list.

## 4. Pre-populated Furlough Hours

The POL system will pre-populate a furlough hours entry line on the 10 furlough days noted below unless the agency has specifically asked to be excluded from the program being built to manage this.

The Hours Type Code established for furlough hours unpaid and eligible for accruals is **FUA**.

- Friday, January 2, 2009
- Friday, February 13, 2009
- Friday, April 10, 2009
- Friday, May 22, 2009
- Friday, June 19, 2009
- Monday, July 6, 2009
- Friday, September 4, 2009
- Monday, October 12, 2009
- Wednesday, November 25, 2009
- Thursday, December 24, 2009



# MSA/POL Furlough Payroll Processing

#### 4. Pre-populated Furlough Hours *continued*

The pre-population of hours will be set up based on the following:

- Departments that currently have daily activity populated based on the schedule code in POL – the furlough hours will populate based on the schedule code for only paycode 5 employees. When the schedule code identifies the furlough day is a scheduled day off, no line of entry will be posted. When no schedule code exists in POL, the system will default to the Guaranteed Hours listed in MSA.
- Departments that do not have daily activity populated based on the schedule code in POL – the furlough hours will populate based on the schedule code for only paycode 5 employees. When the schedule code identifies the furlough day is a scheduled day off, no line of entry will be posted. When no schedule code exists in POL, the system will default to the Guaranteed Hours listed in MSA.
- No populated entry will be done for pay code 1 employees or employees appearing on the master list of ineligible employees.
- A line of furlough entry will be populated for the Declared Retirees and those employees falling in the special Wage Rate category.

Departments with employees approved for alternate furlough days must either delete the pre populated furlough hours or amend the pre-populated date.

Furlough reporting should be done in POL using the Daily Time Entry option A, or the Detail Time to Date option 3 from the main menu. This entry can be made at both the POLS and POLM level and can be changed as any other exception entry such as sick or vacation.

**Special Note:** Your department's screen may appear different than the example based on the individual department needs.

```
A <OPTION END OF RECORDS                                12/16/08 10:51:54.2  
PL016M08          JUDICIAL ADMIN                     TERMINAL ID: FIA9  
      JOHN              CURRENT DETAIL TIME TO DATE     OVERTIME SITE NONE  
NAME: DOE                      EID: 0000123456  
EMP STATUS:           BAL SL:   69.62       VA: 93.62    COMP/EXEC:  
  
Furlough Date → DATE      HRTYPE OT   HOURS ORG CLASS SITE TASK OPT PROJECT AU ERRORS  
                  FUA_         8.00__ 1566  8403 _____  
_____  
_____  
_____  
_____  
_____  
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_____  
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_____
```

NEXT NAME: \_\_\_\_\_ EID: \_\_\_\_\_ STARTING DATE: \_\_\_\_\_  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

HELP SCROL UNDO NX EM TOGGLE MORE CURR FUTUR PRIOR UPDT MENU

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# MSA/POL Furlough Payroll Processing

## 4. Pre-populated Furlough Hours *continued*

Additional hours should be reported using the code YE on the Lump Sum screen option 6 from the main menu. The entry should appear as shown in the screen shot below.

**Special Note:** When entering YE, the number of additional hours must be entered. The system will automatically pick up the employee's straight time rate from the MSA master file. If the employee is due those hours at an overtime rate of pay, the Agency will need to calculate the overtime rate and post it in the rate field.

Each agency has the option to post a reason in the MEMO field. This is not required.

PL017P01		JUDICIAL ADMIN		12/16/08	
EMPLOYEE LUMP SUM PAYMENTS					
NAME:DOE JOHN		EMP STATUS:		EID: 12345 SITE: NONE	
ENTERED	DOE	HRS	RATE	DOLLAR AMT DESCRIPTION	ORG TASK PROJ#
----- OPTIONAL ARMS OVERRIDE -----					
NEW	DOE	HRS	RATE	DOLLAR AMT	ORG ACCT TASK OPT PROJ# CLS SEQ
	YE	4.50	20.2525		
NO LUMP SUM RECORDS FOUND					
2 <OPTION					
NEXT EID: NEXT NAME:					
MEMO:					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
HELP		UPDT	DELE	NEXT	TIME MORE HIST MENU

# Frequently Asked Questions (FAQ)

## Furlough-Eligible

**1. When a furlough-eligible employee works on a furlough day, who does the employees' department notify?**

The Department Director notifies HRD Labor Relations by completing the *Approval to Work on Designated Furlough Day* or *Work Extra Time* form. Check with the employee's immediate manager or supervisor for details.

**2. What happens when a furlough-eligible employee works on a furlough day?**

Please refer to pages 33-34 of the *2009 Emergency Budget Furlough Guidance Document* for instructions and required paperwork.

**3. When an employee works extra hours, or hours outside their normal work schedule, the week of a furlough, can the employee choose to post those hours as comp. time?**

No, an employee may not choose to post hours worked outside of the normal work schedule or extra hours worked as comp. time. Earnings outside the employee's normal schedule must be approved by the employee's Supervisor who must have a valid reason to approve the extra hours. In addition, an *Approval to Work* form must be filed with Labor Relations.

**4. Are employees currently out on job injury furlough-eligible?**

Refer to pg. 22 of the *2009 Emergency Budget Furlough Guidance Document* for information on furlough-eligibility.

**5. Will a list of furlough-eligible/ineligible employees be provided to departments?**

Yes. Contact the department's Human Resource SDM for this information. An updated list will be provided to each department's Human Resource SDM before each furlough day.

**6. Can an FLSA non-exempt (hourly), furlough-eligible employee use sick leave, vacation leave or compensatory time in partial increments during the week of a furlough to augment the 8-hour furlough day?**

A non-exempt employee may use vacation leave or compensatory time in partial increments to supplement an 8-hour furlough day **only** if the employee works an alternate work schedule. Sick time **may not** be used to augment a furlough day.

# Frequently Asked Questions (FAQ)

## FLSA-Exempt

### 7. Should FLSA-exempt employees be changed to hourly in the payroll system for the workweek containing a furlough?

FLSA-exempt employees are treated as non-exempt for each workweek impacted by a furlough day. However, for system processing purposes, **do not change** the FLSA code in the payroll system.

### 8. Should FLSA-exempt employees be changed to hourly in the payroll system for the workweek containing a furlough?

FLSA-exempt employees are treated as non-exempt for each workweek impacted by a furlough day. However, for system processing purposes, **do not change** the FLSA code in the payroll system.

### 9. Can an FLSA-exempt employee use executive or vacation leave in partial increments during the week of a furlough to augment the 8-hour furlough day?

FLSA-exempt employees become hourly employees during a furlough week. Therefore, they may use vacation or executive leave in partial increments to supplement an 8-hour furlough day, but **only** if the employee works an alternate work schedule.

For example, if an employee works a 10-hour work schedule, then he/she may use 2-hours vacation or executive leave plus the 8-hour furlough day = 10-hour workday.

## Short-Term Temp

### 10. How are furlough hours reported for short-term temporary employees (STT)?

- A. Scheduled to work on furlough day: STT employees normally scheduled to work on a furlough day, but do not work because of the furlough, must be coded as **FUA**.
  - a1) STT employees that are normally scheduled to work on a designated furlough day may not be re-scheduled to work a different day and must take the designated furlough day and be coded as **FUA**.
  - a2) STT employees re-scheduled to have a furlough day as a regular day off must schedule an alternative furlough day, preferably during the same workweek.
- B. Not scheduled to work on furlough day: STT employees not scheduled to work on a furlough day must schedule an alternative furlough day, preferably in the same workweek.
  - b1) No code is entered for the furlough day since no work was performed and an alternative day will be taken. The alternative furlough day must be coded as **FUA**.
- C. Emergency call-in on a furlough day: STT employees called to work on a furlough day due to an emergency are coded as normal for the hours worked. An alternative furlough day must be scheduled. Use code **FUA** for the alternative furlough day.

# Frequently Asked Questions (FAQ)

## Short-Term Temp

- 11. If a short-term temporary employee is terminated during a week which includes a furlough day, would any furlough hours be entered for that employee?**

No. Once an employee is terminated, there is no reason to enter any time for that person.

- 12. Why would furlough hours be recorded for a short-term temporary worker (STT) who was not scheduled to work on a furlough day?**

Furlough hours would only be recorded if the STT was required to take a furlough day on the actual day the short-term temp. was scheduled to work. This day could be different than the actual furlough day. An alternate furlough day may be required if the department needs the budget savings as determined by their department budget analyst. The day recorded as furlough is the scheduled day the STT did not work.

- 13. If a STT works a varied schedule, how are the hours calculated to be recorded for the furlough?**

The hours recorded are the number of hours the STT was *scheduled* to work, but did not work because of the furlough. For example: If an STT worked four hours on Monday, two hours on Tuesday, had Wednesday off, worked six hours on Thursday and was *scheduled* to work four hours on Friday but didn't work because Friday was a furlough day, then four hours would be recorded for the furlough day because that is the number of hours the STT was *scheduled* to work but did not work because of the furlough.

## \$16.92 Per Hour or Less

- 14. Can an employee making \$16.92 per hour or less use available vacation or donated vacation leave to supplement a furlough day?**

Please see page 16 of the *2009 Emergency Budget Furlough Guidance Document*.

- 15. What happens when an employee's hourly rate increases to more than \$16.92 per hour?**

Employees earning more than \$16.92 per hour are not eligible to use leave on a furlough day.

- 16. Is vacation leave donation to an employee earning \$16.92 per hour or less a straight hour-for-hour donation regardless of earnings differences?**

Yes. When the donated leave goes to an employee earning \$16.92 per hour or less, the leave donations are straight hour-for-hour donations regardless of earnings differences.

# Frequently Asked Questions (FAQ)

## \$16.92 Per Hour or Less

- 17. If an employee earning \$16.92 per hour or less receives donated leave to use for a furlough day, but does not use the donated leave, what happens to the unused donated leave?**

The unused donated leave does not revert back to the original donor. The donated hours are added to the recipients' vacation leave accruals. Refer to page 17 of the *2009 Emergency Budget Furlough Guidance Document* for current information on the number of hours that may be donated and that a recipient may receive.

Donated vacation leave hours shall be excluded from vacation leave payout provisions. The number of hours donated shall not exceed the donor's accrued vacation credit as of the date of the donation. No vacation donation shall be permitted where it would cause the employee receiving the transfer to exceed the maximum vacation accrual allowed.

- 18. Is there a vacation donation form employees can use to donate vacation time to an employee earning \$16.92 per hour or less?**

Yes. The *Leave Donation Form* is on the benefits Web site; make sure to check the box on the form indicating that the leave donation is for an employee earning \$16.92 per hour or less. [www.kingcounty.gov/employees/benefits/LeaveAdministration](http://www.kingcounty.gov/employees/benefits/LeaveAdministration).

More information on donating leave can be found on pages 16-17 of the *Emergency Budget Furlough Guidance Document*.

## Intent to Retire

- 19. What is the procedure for the delayed filing of an employee's *Intent to Retire* form?**

The *Intent to Retire* form must be completed and submitted to HRD, Payroll Operations, BROS and the department's payroll unit. BROS will determine the employee's retirement eligibility and notify the employee's department.

- 20. What happens when an *Intent to Retire* request is processed and approved after an employee has already experienced a loss of earnings for observed furlough hours?**

If the employee is furlough-eligible and has a repayment of furlough wages loss owed, the department will need to coordinate with Payroll Operations on the repayment of those earnings via a vacation leave balance reimbursement.

**Special Note:** The employee would have already received leave accruals for the furlough day so reimbursement of those hours and pay will require adjustments in the payroll system so they do not accrue twice.

- 21. What is the final deadline to file an *Intent to Retire* form regarding the 2009 furlough?**

The final deadline to file an *Intent to Retire* form is December 31, 2010.

# Frequently Asked Questions (FAQ)

## Intent to Retire

### 22. Are vacation hours used to cover furlough days for employees who indicate their intent to retire recoverable if the employee does not retire as indicated?

No. If an employee submits an *Intent to Retire* form and then does not retire by the date indicated, vacation time is deducted from the employees accrual in an amount equal to the number of vacation days used to cover furlough days. The process at the end of the year is to remove any excess vacation first, then to recover the vacation hours used to supplement the furlough.

## FMLA & Jury Duty

### 23. How is a furlough day recorded when an employee is on FMLA?

Enter the appropriate benefits leave hours type, holidays and furlough hours on the appropriate date using the correct DOE hours type codes. Employees are not paid for any day that they would not normally be paid.

Emergency furlough days are considered unpaid days for purposes of FMLA and are not be counted against the employee's FMLA entitlements.

### 24. What happens if an employee is on jury duty during a designated furlough day?

If an employee is called to jury duty on a designated furlough day, the employee will not be paid by King County for that day.

Normally, King County employees receive pay for jury duty but since the furlough day is considered an unpaid day, the employee is encouraged to accept the jury duty pay provided by the court during any designated furlough day.

## MSA/POL Coding

### 25. What happens when a furlough-eligible employee works outside his/her regular schedule during a workweek containing a furlough?

Additional hours outside of the normal schedule is recorded in POL on the Lump Sum Entry screen using the DOE code **YE**. If the hours are due at a regular rate of pay, no rate entry is necessary. If the hours are due at the overtime rate of pay, the overtime rate must be calculated and entered in the rate field on the Lump Sum Entry screen.

**Special Note:** Do not post the OT code on the Lump Sum Entry Screen for recording this pay. The OT code can only be used on this screen to report a flat dollar amount, which does not give the visibility of the number of hours needed to report on.

# Frequently Asked Questions (FAQ)

## MSA/POL Coding

- 26. My department has the FUA line of entry pre-populated. Employees who have submitted an *Intent to Retire* form appear in POL with a generated line of FUA entry. Should they have this entry in the system?**

Yes. Although these employees have declared their intent to retire, they are furlough-eligible with special options. If they choose to use vacation hours for the furlough day, change the FUA code to **VA**. If they choose not to use vacation hours, then the furlough hours are reported.

This is the same for employees making \$16.92 per hour or less.

- 27. If there is an "Ineligible" flag in POL, can FUA, VA or SL be entered on the furlough day in POL?**

Yes. The ineligible flag is only in POL for the purpose of determining who to pre-populate the line of FUA entry on. There are no other edits around that eligibility code.

To find the ineligible flag, select option 4 from the main menu and then select option F5. Under option 4 on the "Employee Special Edit" field, if an "I" is posted, the employee is furlough-ineligible. If no flag exists and the field is blank, the employee is furlough-eligible.

- 28. When a furlough-eligible employee takes an alternate furlough day off, how does the alternate furlough date get coded in POL?**

Post the furlough hours using the furlough hours type code **FUA** and post the date the furlough day was taken. Remember that FLSA-exempt employees must convert to FLSA non-exempt during each workweek impacted by a furlough.

- 29. Is there a special calculation for processing furlough hours through the POL system similar to the calculations for dock pay?**

The formula is  $86.6666 - 8.00 = 78.6666$  hours and it does **not** follow the standard dock pay calculation.

- 30. Is the Stop Auto Pay screen used to pay an employee's hours at two different rates?**

Yes, continue to use the **Stop Auto Pay** screen to pay multiple rates



## MSA/POL Payroll

# Frequently Asked Questions (FAQ)

## MSA/POL Coding

### 31. Can the Stop Auto Pay screen in POL be used to report furlough and additional hours?

Yes. The code **YF** should be used to identify any furlough hours taken. The additional hours are to be reported using the **YE** code. If the hours are to be paid at a rate other than the employee's regular rate of pay, that rate must be calculated and entered in the rate field. POL is set up to pass the **YF** code with a zero rate of pay when it feeds MSA the hours information. It is not necessary to enter the zero rate.

**Example:** An 87.00 hour per pay period employee takes 8.00 hours of furlough and works 2.50 hours outside the normal schedule that same week. The **Stop Auto Pay** screen should look like the screenshot below (Figure 1.0).

Figure 1.0

2 <OPTION		TEST AGENCY		01/08/09 11:05:57.3	
P004M01		STOP AUTOMATIC PAY		TERMINAL ID: FI09	
				OPERATOR: JBROWN	
				SITE: NONE	
LAST NAME: DOE		FIRST: JOHN			
EMPL ID: 000012345		L2: 31		PAY CODE: 5	
				RATE: 25.2525	
STATUS:		WORK SITE: BLDG		HOURS/WEEK:	
				WORK SCHED:	
ENTER RO TO STOP AUTOMATIC PAY: RO					
DOE	HOURS	RATE	QT	AMOUNT	EDITS:
RH	79.00		-		
YF	8.00		-		
YE	2.50		-		
			-		
			-		
			-		
			-		
			-		
			-		
			-		
NEXT EMPLOYEE NAME:		EID:			
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
HELP UPDT DELE NEXT ERASE MEMO SL/VA HIST MENU					

**Special Note:** This screen has a memo option for noting the actual furlough date.

## Misc. Questions

### 32. How will the warrant/advice distribution dates be impacted by the 2009 furlough days?

The *Furlough Payroll Processing Guide* includes monthly calendars and details thru Dec. 2009 regarding all distribution dates.

### 33. How will a furlough day appear on a warrant/advice?

The hours will appear as a line item in the "Hours and Earnings" section under **FurlDayUpd** for Furlough Day Unpaid.

# Frequently Asked Questions (FAQ)

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## Misc. Questions

**34. What happens if union contracts have not been ratified and remain at 2008 or earlier rates?**

Furlough days are unpaid; therefore, they are not included in any retro calculation. The employee would have already received accruals on furlough days and will not receive further adjustments unless there is a change in the accrual rate due to new contract language.

**35. Who is responsible for managing alternate furlough days?**

Each department is responsible for managing alternate furlough days. The department must submit the appropriate request to HRD for approval.

**36. How will furlough days be reported for departments that operate with lag reporting?**

Departments reporting with a payroll lag will report furlough hours in the pay period the hours for the furlough week are reported.

**37. With the loss of wages during a pay period containing furlough hours, what impact is there to an employee's earnings when the Merit Pay or Special Duty DOEs are present?**

The Merit Pay DOE is set up to pay based on the employee's normal salary; therefore, there is no impact to how that DOE pays.

Special Duty DOEs based on normal salary will not be impacted. Special Duty DOEs based on earnings will be impacted since the employee's earnings are less during a pay period containing furlough hours.

# 2009 Semi-Monthly Payroll Calendar

December, 2009

JANUARY

S	M	T	W	T	F	S
21	22	23	24	H25	26	27
28	29	30	31	H1	F2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	F13	14
15	H16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	F10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	F22	23
24	H25	26	27	28	29	30
31						

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	F19	20
21	22	23	24	25	26	27
28	29	30				

JULY

S	M	T	W	T	F	S
			1	2	H3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	F4	5
6	H7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	F12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	H11	12	13	14
15	16	17	18	19	20	21
22	23	24	F25	H26	H27	28
29	30					

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	F24	H25	26
27	28	29	30	31	H1	2
3	4	5	6	7	8	9

Holiday

No MSA or POL data entry

Semi-Monthly Payroll Paydays \* Pay Warrants & Advices distributed

POL Cutoff Day \* POL entry must be completed by 5 p.m. \* Last day to validate HR data input \* No MSA data entry \* Retro Retirement Calc spreadsheets due to Benefits and Retirement Operations (BROS) by close of business (COB)

Payroll Cycle \* No MSA or POL data entry

ACH/Report delivery \* No MSA data entry

MSA and POL data entry all white days \* Contact Production Support in advance to request mainframe access for Sat/Sun entry

Furlough Days:

1/2, 2/13, 4/10, 5/22, 6/19, 7/6, 9/4, 10/12, 11/25, 12/24

January, 2010

# 2009 Payroll Processing Calendar

MSA – Semi-Monthly

## JANUARY

SU	M	T	W	TH	F	SA
28	29	30	31	H 1	F 2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H 19	20	21	22	23	24
25	26	27	28	29	30	31

<b>H</b>	Holiday	<b>F</b>	Furlough Date
	Semi-Monthly Payday		No MSA/POL Data Entry
	POL Cutoff Date 5 p.m.		ACH Report/Delivery
	Payroll Cycle		

### IMPORTANT NOTES






- Payroll Operations will be closed Jan. 2 for the scheduled furlough day.
- **Only** pay warrants will be ready Wednesday, Dec. 31 to be picked up after 2 p.m. from Payroll Operations for distribution.
- To the extent possible, do not distribute warrants to employees until payday.
- Caution employees to not cash any warrant prior to Jan. 5.

# 2009 Payroll Processing Calendar

MSA – Semi-Monthly

## FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	MSA 5	6	7
8	9	10	11	12	F13	14
15	H16	17	18	19	MSA 20	21
22	23	24	25	26	27	28

<b>H</b>	Holiday	<b>F</b>	Furlough Date
	Semi-Monthly Payday		No MSA/POL Data Entry
	POL Cutoff Date 5 p.m.		ACH Report/Delivery
	Payroll Cycle		

### IMPORTANT NOTES

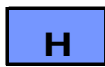
- Payroll Operations closed Friday, Feb. 13 for the scheduled furlough day.
- No system changes made to the day and time of scheduled processes.
- First payroll validation
  - ✓ Run on schedule
  - ✓ Reviewed by Central Payroll Operations prior to Tuesday, Feb. 17
  - ✓ Ready for department review/corrections Tuesday, Feb. 17
- Second payroll validation
  - ✓ Multiple runs on Tuesday, Feb. 17
- Payroll processes on schedule Tuesday evening for normal distribution.

# 2009 Payroll Processing Calendar

MSA – Semi-Monthly

## MARCH

S	M	T	W	T	F	S
1	2	3	4	MSA 5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	MSA 20	21
22	23	24	25	26	27	28
29	30	31				



Holiday



Semi-Monthly Payday



POL Cutoff Date 5 p.m.



Payroll Cycle



Furlough Date



No MSA/POL Data Entry



ACH Report/Delivery

### IMPORTANT NOTES

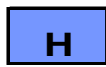
- No scheduled furlough day in March.
- Payroll processing and distribution schedule is normal.

# 2009 Payroll Processing Calendar

MSA – Semi-Monthly

## APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	MSA 6	7	8	9	F10	11
12	13	14	15	16	17	18
19	MSA 20	21	22	23	24	25
26	27	28	29	30		



Holiday



Semi-Monthly Payday



POL Cutoff Date 5 p.m.



Payroll Cycle



Furlough Date



No MSA/POL Data Entry



ACH Report/Delivery

### IMPORTANT NOTES

- Payroll Operations closed Friday, April 10 for the scheduled furlough day.
- Payroll processing and distribution occurs on the normal schedule.
- No system changes made to the day and time of scheduled processes.

# 2009 Payroll Processing Calendar

MSA – Semi-Monthly

## MAY

S	M	T	W	T	F	S
					1	2
3	4	MSA 5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	MSA 20	21	F22	23
24	H25	26	27	28	29	30
31						



Holiday



Semi-Monthly Payday



POL Cutoff Date 5 p.m.



Payroll Cycle



Furlough Date



No MSA/POL Data Entry



ACH Report/Delivery

### IMPORTANT NOTES

- Payroll Operations closed Friday, May 22 for the scheduled furlough day.
- Payroll processing and distribution occurs on the normal schedule.
- No system changes made to the day and time of scheduled processes.

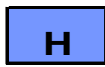


# 2009 Payroll Processing Calendar

MSA – Semi-Monthly

## JUNE

S	M	T	W	T	F	S
	1	2	3	4	<small>MSA</small> 5	6
7	8	9	10	11	12	13
14	15	16	17	18	<small>MSA</small> F19	20
21	22	23	24	25	26	27
28	29	30				



Holiday



Semi-Monthly Payday



POL Cutoff Date 5 p.m.



Payroll Cycle



Furlough Date



No MSA/POL Data Entry



ACH Report/Delivery

### IMPORTANT NOTES

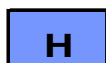
- Payroll Operations closed Friday, June 19 for the scheduled furlough day.
- No system changes made to the day and time of scheduled processes.
- Payroll may be picked up at noon on Thursday, June 18 for distribution.
- Review reports early. Manual warrants and corrections processed Thursday, June 18.

# 2009 Payroll Processing Calendar

MSA – Semi-Monthly

## JULY

S	M	T	W	T	F	S
			1	2	H3	4
5	MSA F 6	7	8	9	10	11
12	13	14	15	16	17	18
19	MSA 20	21	22	23	24	25
26	27	28	29	30	31	



Holiday



Semi-Monthly Payday



POL Cutoff Date 5 p.m.



Payroll Cycle



Furlough Date



No MSA/POL Data Entry



ACH Report/Delivery

### IMPORTANT NOTES

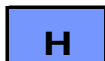
- Payroll Operations closed Monday, July 6 for the scheduled furlough day.
- No system changes made to the day and time of scheduled processes.
- Payroll may be picked up at noon on Thursday, July 2 for distribution.
- Review reports early. Manual warrants and corrections processed on Thursday, July 2.

# 2009 Payroll Processing Calendar

MSA – Semi-Monthly

## AUGUST

S	M	T	W	T	F	S
						1
2	3	4	MSA 5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	MSA 20	21	22
23	24	25	26	27	28	29
30	31					



Holiday



Semi-Monthly Payday



POL Cutoff Date 5 p.m.



Payroll Cycle



Furlough Date



No MSA/POL Data Entry



ACH Report/Delivery

### IMPORTANT NOTES

- No scheduled furlough days in August. Payroll processing and distribution schedule is normal.

# 2009 Payroll Processing Calendar

MSA – Semi-Monthly

## SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	<small>MSA</small> F 4	5
6	H7	8	9	10	11	12
13	14	15	16	17	18	19
20	<small>MSA</small> 21	22	23	24	25	26
27	28	29	30			



Holiday



Semi-Monthly Payday



POL Cutoff Date 5 p.m.



Payroll Cycle



Furlough Date



No MSA/POL Data Entry



ACH Report/Delivery

### IMPORTANT NOTES

- Payroll Operations closed Friday, Sept. 4 for the scheduled furlough day.
- No system changes made to the day and time of scheduled processes.
- Payroll may be picked up at noon on Thursday, Sept. 3 for distribution.
- Review reports early.
- Manual warrants and corrections processed Thursday, Sept. 3.

# 2009 Payroll Processing Calendar

MSA – Semi-Monthly

## OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	MSA 5	6	7	8	9	10
11	F12	13	14	15	16	17
18	19	MSA 20	21	22	23	24
25	26	27	28	29	30	31



Holiday



Semi-Monthly Payday



POL Cutoff Date 5 p.m.



Payroll Cycle



Furlough Date



No MSA/POL Data Entry



ACH Report/Delivery

### IMPORTANT NOTES






- Payroll Operations closed Monday, Oct. 12 for the scheduled furlough day.
- Payroll processing and distribution occurs on the normal schedule.
- No system changes made to the day and time of scheduled processes.

# 2009 Payroll Processing Calendar

MSA – Semi-Monthly

## NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	MSA 5	6	7
8	9	10	H11	12	13	14
15	16	17	18	19	MSA 20	21
22	23	24	F25	H26	H27	28
29	30					

<b>H</b>	Holiday	<b>F</b>	Furlough Date
	Semi-Monthly Payday		No MSA/POL Data Entry
	POL Cutoff Date 5 p.m.		ACH Report/Delivery
	Payroll Cycle		

### IMPORTANT NOTES

- Payroll Operations closed Wednesday, Nov. 25 for the scheduled furlough day.
- Payroll Operations closed Thursday, Nov. 26 & Friday, Nov. 27 for the holidays.
- Payroll processing and distribution occurs on the normal schedule.
- No system changes made to the day and time of scheduled processes.

# 2009 Payroll Processing Calendar

MSA – Semi-Monthly

## DECEMBER

S	M	T	W	T	F	S
		1	2	3	MSA 4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	MSA 21	22	23	F24	H25	26
27	28	29	30	31	H1	2
3	4	MSA 5	6	7	8	9

January, 2010

<b>H</b>	Holiday	<b>F</b>	Furlough Date
MSA	Semi-Monthly Payday		No MSA/POL Data Entry
	POL Cutoff Date 5 p.m.		ACH Report/Delivery
	Payroll Cycle		

### IMPORTANT NOTES

- Payroll Operations closed Thursday, Dec. 24 for the scheduled furlough day.
- Payroll Operations closed Friday, Dec. 25 for the holiday.
- Payroll processing and distribution occurs on the normal schedule.
- No system changes made to the day and time of scheduled processes.

# PeopleSoft Furlough Payroll Processing

## 1. Furlough Day Taken

PeopleSoft TRC (Time Reporting Code) **462** will be used in Time and Labor to identify a Furlough Day that has been taken.

- Non-exempt employees (positive time reporters) and FLSA Exempt employees (positive and exception time reporters) who enter time in **Self Service > My Time Reporting > Timesheet** will use TRC **462** on the Furlough Day.
- Employees who enter their time on a paper timesheet will use **TRC code 462** for the **Furlough Day Taken**.

**Timesheet**  
 Bruce Yeatts      EmplID: 000060681  
 Job Title: Functional Analyst III      Empl Rcd Nbr: 0

[Click for Instructions](#)

View By:  Date: 12/27/2008  << Previous Week    Next Week >>

Reported Hours: 0.000 Hours    Scheduled Hours: 40.000 Hours  
 Reported time on or after 12/27/2008 is for a future period.

From Saturday 12/27/2008 to Friday 01/02/2009

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	Time Reporting Code	Taskgroup	Override Rate	Business Unit	Job Code	Cost Center	Subproject
						8.0		462 - Furlough Unpaid with A	DEFAULT		KCBUS			
									DEFAULT		KCBUS			
									DEFAULT		KCBUS			

   By saving this page, I certify that I have reported all the hours that I worked and I attest to the accuracy of my time entry.

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
		0.000000		

[Reported Hours Summary - click to view](#)  
 Go To: [Self Service](#)  
[Time Reporting](#)

- Timekeepers who enter the employees' time in Rapid Time will use **TRC Code 462** for the **Furlough Day Taken** and the appropriate TRC codes for the Furlough Day Worked (For example, TRC 005 Regular Earnings)

**Report Rapid Time**

**Rapid Session Information**

Session Number: 999999999    Description:   
 Template Type: Elapsed    Rapid Time Template: KCELAPSED   
 Session Status: Not Submit    Add/Replace: Replace

**Rapid Detail Information**

Select	EmplID	Empl Rcd Nbr	Name	Date	TRC	Quantity	Override Rate	Business Unit	Job Code	Cost Center	Subproject
<input type="checkbox"/>	000060681	0	Bruce Yeatts	01/02/2009	462	8.0				6842	

Rows to Add:  ☒ Copy Down Values from Last Row    ☐ Increment Date   

☒ Select All    ☐ Clear All       

~ continued on next page ~



# PeopleSoft Furlough Payroll Processing

## 2. Exempt Employee Worked Furlough Day

The appropriate TRC code(s) are used to code the actual hours worked on a Furlough Day and additional hours worked during the Furlough week (for example: TRC 005 Regular Earnings, 010 Overtime).

## 3. Intent to Retire

PeopleSoft will have a table containing all furlough ineligible employees for each current pay period as identified by Labor Relations. This table will include the Retirement Declared and Wage Rate exceptions.

Each timekeeper will be responsible for reporting vacation hours for those employees on the Declared Retiree list or the Wage Rate list.

# Frequently Asked Questions (FAQ)

## Furlough-Eligible

**1. When a furlough-eligible employee works on a furlough day, who does the employees' department notify?**

The Department Director notifies HRD Labor Relations by completing the *Approval to Work on Designated Furlough Day* or *Work Extra Time* form. Check with the employee's immediate manager or supervisor for details.

**2. What happens when a furlough-eligible employee works on a furlough day?**

Please refer to pages 33-34 of the *2009 Emergency Budget Furlough Guidance Document* for instructions and required paperwork.

**3. When an employee works extra hours, or hours outside their normal work schedule, the week of a furlough, can the employee choose to post those hours as comp. time?**

No, an employee may not choose to post hours worked outside of the normal work schedule or extra hours worked as comp. time. Earnings outside the employee's normal schedule must be approved by the employee's Supervisor who must have a valid reason to approve the extra hours. In addition, an *Approval to Work* form must be filed with Labor Relations.

**4. Are employees currently out on job injury furlough-eligible?**

Refer to pg. 22 of the *2009 Emergency Budget Furlough Guidance Document* for information on furlough-eligibility.

**5. Will a list of furlough-eligible/ineligible employees be provided to departments?**

Yes. Contact the department's Human Resource SDM for this information. An updated list will be provided to each department's Human Resource SDM before each furlough day.

**6. Can an FLSA non-exempt (hourly), furlough-eligible employee use sick leave, vacation leave or compensatory time in partial increments during the week of a furlough to augment the 8-hour furlough day?**

A non-exempt employee may use vacation leave or compensatory time in partial increments to supplement an 8-hour furlough day **only** if the employee works an alternate work schedule. Sick time **may not** be used to augment a furlough day.

# Frequently Asked Questions (FAQ)

## FLSA-Exempt

### 7. Should FLSA-exempt employees be changed to hourly in the payroll system for the workweek containing a furlough?

FLSA-exempt employees are treated as non-exempt for each workweek impacted by a furlough day. However, for system processing purposes, **do not change** the FLSA code in the payroll system.

### 8. Can an FLSA-exempt employee use executive or vacation leave in partial increments during the week of a furlough to augment the 8-hour furlough day?

FLSA-exempt employees become hourly employees during a furlough week. Therefore, they may use vacation or executive leave in partial increments to supplement an 8-hour furlough day, but **only** if the employee works an alternate work schedule.

For example, if an employee works a 10-hour work schedule, then he/she may use 2-hours vacation or executive leave plus the 8-hour furlough day = 10-hour workday.

## Short-Term Temp

### 9. How are furlough hours reported for short-term temporary employees (STT)?

- A. *Scheduled to work on a furlough day:* STT employees that are normally scheduled to work on a designated furlough day but do not work because of the furlough, must be coded as **FUA**.
  - STT employees that are normally scheduled to work on a designated furlough day may not be re-scheduled to work a different day and must take the designated furlough day and be coded as **FUA**.
  - If a STT employee is re-scheduled to have a furlough day as a regular day off, the employee must schedule an alternative furlough day, preferably during the same workweek.
- B. *Not scheduled to work on a furlough day:* STT employees that are not scheduled to work on a designated furlough day must schedule an alternative furlough day, preferably in the same workweek.
  - No code is entered for the designated furlough day since no work was performed and an alternative day will be taken. The alternative furlough day must be coded as **FUA**.
- C. *Emergency call-in on a furlough day:* STT employees called in to work due to an emergency on a furlough day are coded as normal for the hours worked. An alternative furlough day must be scheduled. Use code **FUA** for the alternative furlough day.

# Frequently Asked Questions (FAQ)

## Short-Term Temp

- 10. If a short-term temporary employee is terminated during a week which includes a furlough day, would any furlough hours be entered for that employee?**

No. Once an employee is terminated, there is no reason to enter any time for that person.

- 11. Why would furlough hours be recorded for a short-term temporary worker (STT) who was not scheduled to work on a furlough day?**

Furlough hours would only be recorded if the STT was required to take a furlough day on the actual day the short-term temp. was scheduled to work. This day could be different than the actual furlough day. An alternate furlough day may be required if the department needs the budget savings as determined by their department budget analyst. The day recorded as furlough is the scheduled day the STT did not work.

- 12. If a STT works a varied schedule, how are the hours calculated to be recorded for the furlough?**

The hours recorded are the number of hours the STT was *scheduled* to work, but did not work because of the furlough. For example: If an STT worked four hours on Monday, two hours on Tuesday, had Wednesday off, worked six hours on Thursday and was *scheduled* to work four hours on Friday but didn't work because Friday was a furlough day, then four hours would be recorded for the furlough day because that is the number of hours the STT was *scheduled* to work but did not work because of the furlough.

## \$16.92 Per Hour or Less

- 13. Can an employee making \$16.92 per hour or less use available vacation or donated vacation leave to supplement a furlough day?**

Please see page 16 of the *2009 Emergency Budget Furlough Guidance Document*.

- 14. What happens if the employee's rate increases to more than \$16.92 per hour?**

Employees earning more than \$16.92 per hour may not use leave on a furlough day.

- 15. Is vacation leave donation to an employee earning \$16.92 per hour or less a straight hour-for-hour donation regardless of earnings differences?**

Yes. When the donated leave goes to an employee earning \$16.92 per hour or less, the leave donations are straight hour-for-hour donations regardless of earnings differences.

# Frequently Asked Questions (FAQ)

## \$16.92 Per Hour or Less

- 16. If an employee earning \$16.92 per hour or less receives donated leave to use for a furlough day but does not use the donated leave, what happens to the unused donated leave?**

Unused donated leave does not revert back to the original donor. The donated hours are added to the recipients' vacation leave accruals.

Donated vacation leave hours shall be excluded from vacation leave payout provisions. The number of hours donated shall not exceed the donor's accrued vacation credit as of the date of the donation. No donation of vacation shall be permitted where it would cause the employee receiving the transfer to exceed his or her maximum vacation accrual.

- 17. Is there a vacation donation form employees can use to donate vacation time to an employee earning \$16.92/hr or less?**

Yes, use the *Leave Donation Form* available on the benefits Web site:  
[www.kingcounty.gov/employees/benefits/LeaveAdministration/Forms](http://www.kingcounty.gov/employees/benefits/LeaveAdministration/Forms).

Make sure to check the box indicating the leave donation is for an employee earning \$16.92 per hour or less.

Please refer to pages 16-17 of the *Emergency Budget Furlough Guidance Document* for more information on donating leave.

## Intent to Retire

- 18. What is the procedure for the delayed filing of an employee's *Intent to Retire* form?**

The *Intent to Retire* form must be completed and submitted to HRD, Payroll Operations, BROS and the department's payroll unit. BROS will determine the employee's retirement eligibility and notify the employee's department.

- 19. What happens when an *Intent to Retire* request is processed and approved after an employee has already experienced a loss of earnings for observed furlough hours?**

If the employee is furlough-eligible and has a repayment of furlough wages loss owed, the department will need to coordinate with Payroll Operations on the repayment of those earnings via a vacation leave balance reimbursement.

**Special Note:** The employee would have already received leave accruals for the furlough day so reimbursement of those hours and pay will require adjustments in the payroll system so they do not accrue twice.

- 20. What is the final deadline to file an *Intent to Retire* form regarding the 2009 furlough?**

The final deadline to file an *Intent to Retire* form is December 31, 2010.

# Frequently Asked Questions (FAQ)

## Intent to Retire

### 21. Are vacation hours used to cover furlough days for employees who indicate their intent to retire recoverable if the employee does not retire as indicated?

No. If an employee submits an *Intent to Retire* form and then does not retire by the date indicated, vacation time is deducted from the employees accrual in an amount equal to the number of vacation days used to cover furlough days. The process at the end of the year is to remove any excess vacation first, then to recover the vacation hours used to supplement the furlough.

## FMLA & Jury Duty

### 22. How is a furlough day recorded when an employee is on FMLA?

Enter the appropriate benefits leave hours type, holidays and furlough hours on the appropriate date using the correct DOE hours type codes. Employees are not paid for any day that they would not normally be paid.

Emergency furlough days are considered unpaid days for purposes of FMLA and are not be counted against the employee's FMLA entitlements.

### 23. What happens if an employee is on jury duty during a designated furlough day?

If an employee is called to jury duty on a designated furlough day, the employee will not be paid by King County for that day.

Normally, King County employees receive pay for jury duty but since the furlough day is considered an unpaid day, the employee is encouraged to accept the jury duty pay provided by the court during any designated furlough day.

## PeopleSoft Coding

### 24. How do you code employees who have declared their intent to retire?

Furlough-eligible employees who declare their intent to retire and who are choosing to use vacation hours for the furlough day must be coded with **TRC 200, Vacation**. If they are not opting to use vacation hours, they should be coded for the furlough hours using **TRC code 462, Furlough Unpaid with Accruals**.

This rule also applies to employees who earn \$16.92/hr or less.

Waste Water employees represented by Local 925 must use **TRC 201, Vacation Benefit Time**.

### 25. Will new queries be created for end-users to run to ensure all employees were captured?

No, there are no plans to create queries in PeopleSoft for end-users to run.

# Frequently Asked Questions (FAQ)

## PeopleSoft Coding

**26. How will an employee's furlough days be tracked when an employee transfers from one pay system to another?**

Furlough days are tracked in PeopleSoft regardless of the employee's assigned payroll system.

**27. Can an FLSA-exempt employee use TRC code 001, Regular Exempt Partial Day, to supplement a furlough day instead of using executive or vacation leave?**

No. FLSA-exempt employees are changed to hourly employees during a workweek containing a furlough day. These employees may revert back to 5/8 hour days or remain in their alternative work schedule and use executive or vacation leave to make up any lost hours. These employees are not treated as FLSA-exempt for the furlough week and **may not** use TRC code 001 to supplement a furlough day.

## Misc. Questions

**28. How will the warrant/advice distribution dates be impacted by the 2009 furlough days?**

The updated version of the *Furlough Payroll Processing Guide* includes monthly calendars and details thru December 2009 regarding all distribution dates.

**29. How will a furlough day appear on a warrant/advice?**

The hours will appear as a line item in the "Hours and Earnings" section under **FurlDayUpd** for Furlough Day Unpaid.

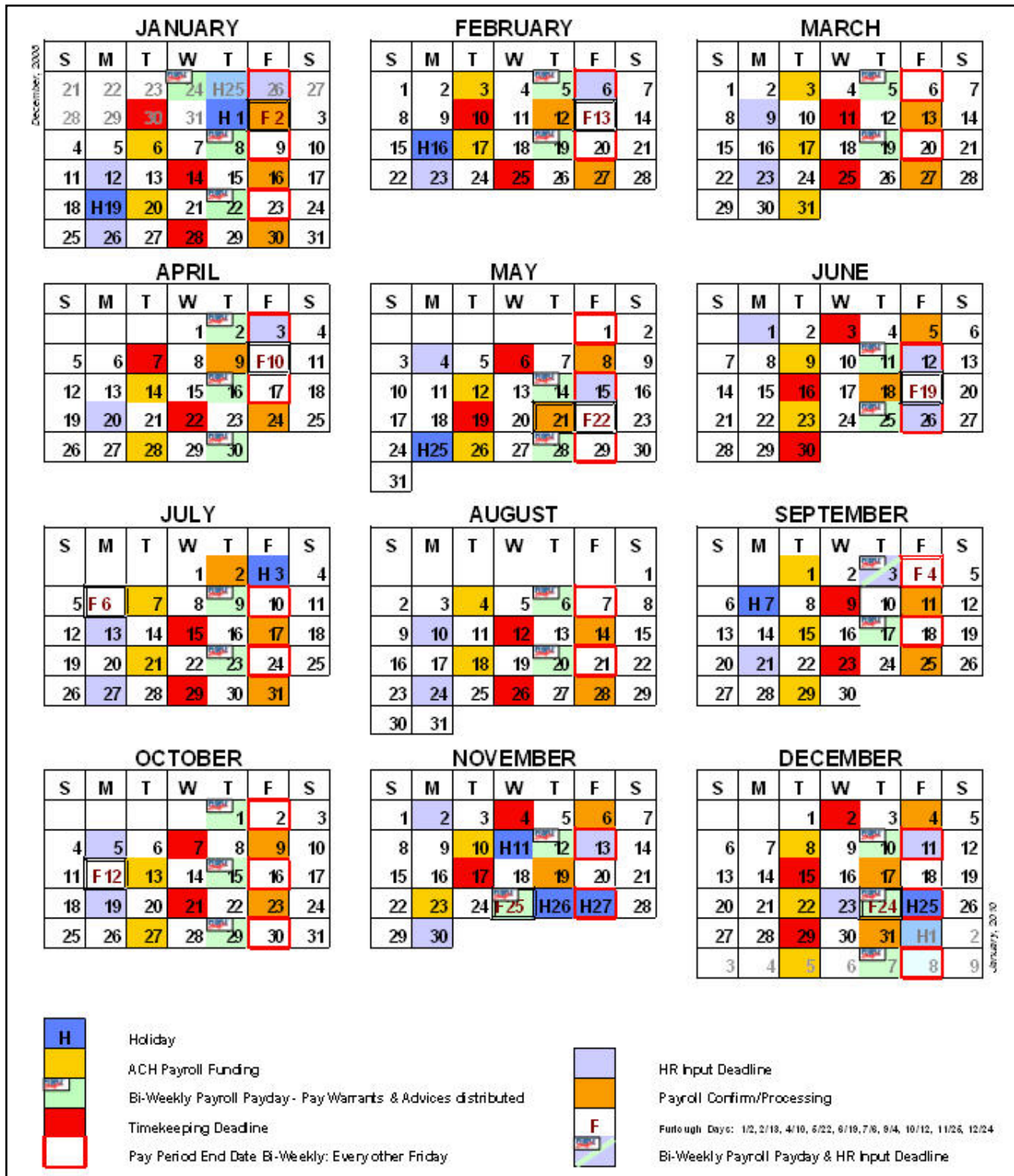
**31. What happens if union contracts have not been ratified and remain at 2008 or earlier rates?**

Furlough days are unpaid; therefore, they are not included in any retro calculation. The employee would have already received accruals on furlough days and will not receive further adjustments unless there is a change in the accrual rate due to new contract language.

**32. Who is responsible for managing alternate furlough days?**

Each department is responsible for managing alternate furlough days. The department must submit the appropriate request to HRD for approval.









# 2009 Bi-Weekly Payroll Calendar





# PeopleSoft – Bi-Weekly

SU	M	T	W	TH	F	SA
28	29	30	31	H 1	F 2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H 19	20	21	22	23	24
25	26	27	28	29	30	

	Holiday		HR Input Deadline
	ACH Payroll Funding		Payroll Confirm/Processing
	Bi-Weekly Payday		Furlough Date
	Timekeeper and BROS Deadline		
	Pay Period End Date		

- Payroll Operations closed Friday, Jan. 2, 2009 for the scheduled furlough day.
- HR input deadline is Friday, Dec. 26, 2008.
- Timekeeper and BROS deadlines are Tuesday, Dec. 30, 2008
- All Time Data must be received by Dec. 30, 2008.
- Payroll processed over the weekend; adjustments recv'd by COB Dec. 31, 2008.

# 2009 Payroll Processing Calendar

PeopleSoft – Bi-Weekly

## FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5 <small>PEOPLE Soft</small>	6	7
8	9	10	11	12 <small>PEOPLE Soft</small>	F13	14
15	H16	17	18	19 <small>PEOPLE Soft</small>	20	21
22	23	24	25	26	27	28



Holiday



ACH Payroll Funding



Bi-Weekly Payroll Payday



Timekeeper and BROS Deadline



Pay Period End Date



HR Input Deadline



Payroll Confirm/Processing



Furlough Date

### IMPORTANT NOTES

- Payroll Operations closed Friday, Feb. 13 for the scheduled furlough day.
- Payroll will be processed Thursday, Feb. 12 (instead of Friday).
- Deadline changes: HR input = Friday, Feb. 6, Time & Labor = Tuesday, Feb. 10.
- Distribution of the payroll will occur on the normal schedule the following week.

# 2009 Payroll Processing Calendar

PeopleSoft – Bi-Weekly

## MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Holiday



ACH Payroll Funding



Bi-Weekly Payroll Payday



Timekeeper and BROS Deadline



Pay Period End Date



HR Input Deadline



Payroll Confirm/Processing



Furlough Date

### IMPORTANT NOTES

- No scheduled furlough days in March.
- Payroll processing and distribution schedule is normal.

# 2009 Payroll Processing Calendar

PeopleSoft – Bi-Weekly

## APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	F10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



Holiday



ACH Payroll Funding



Bi-Weekly Payroll Payday



Timekeeper and BROS Deadline



Pay Period End Date



HR Input Deadline



Payroll Confirm/Processing



Furlough Date

### IMPORTANT NOTES

- Payroll Operations closed Friday, April 10 for the scheduled furlough day.
- Payroll processed Thursday, April 9 (instead of Friday).
- Deadline changes: HR Input = Friday, April 3. Time & Labor = Tuesday, April 7.
- Distribution of the payroll will occur on the normal schedule the following week.

# 2009 Payroll Processing Calendar

PeopleSoft – Bi-Weekly

## MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	F22	23
24	H25	26	27	28	29	30
31						



Holiday



ACH Payroll Funding



Bi-Weekly Payroll Payday



Timekeeper and BROS Deadline



Pay Period End Date



HR Input Deadline



Payroll Confirm/Processing



Furlough Date

### IMPORTANT NOTES

- Payroll Operations closed Friday, May 22 for the scheduled furlough day.
- Payroll will be processed Thursday, May 21 (instead of Friday).
- Deadline changes: HR Input = Friday, May 15. Time & Labor = Tues., May 19.
- Payroll distribution will occur on the normal schedule the following week.

# 2009 Payroll Processing Calendar

PeopleSoft – Bi-Weekly

## JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	F19	20
21	22	23	24	25	26	27
28	29	30				



Holiday



ACH Payroll Funding



Bi-Weekly Payroll Payday



Timekeeper and BROS Deadline



Pay Period End Date



HR Input Deadline



Payroll Confirm/Processing



Furlough Date

### IMPORTANT NOTES

- Payroll Operations closed Friday, June 19 for the scheduled furlough day.
- Payroll processed Thursday, June 18 (instead of Friday).
- Deadline Changes: HR Input = Friday, June 12. Time & Labor = Tues., June 16.
- Payroll distribution will occur on the normal schedule the following week
- Due to the July 3 holiday, payroll processed Thurs., July 2 (instead of Friday).
- Deadline changes: HR Input = Fri., June 26. Time & Labor = Tues., June 30.
- Payroll distribution will occur on the normal schedule the following week.

# 2009 Payroll Processing Calendar

PeopleSoft – Bi-Weekly

## JULY

S	M	T	W	T	F	S
			1	2	H 3	4
5	F 6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



Holiday



ACH Payroll Funding



Bi-Weekly Payroll Payday



Timekeeper and BROS Deadline



Pay Period End Date



HR Input Deadline



Payroll Confirm/Processing



Furlough Date

### IMPORTANT NOTES

- Payroll Operations closed Friday, July 3 for the holiday.
- Payroll Operations closed Monday, July 6 for scheduled furlough day.
- Payroll processed Thursday, July 2 (instead of Friday).
- Deadline changes: HR Input, Friday, June 26. Time & Labor, Tuesday, June 30.
- Payroll distribution occurs on normal schedule the following week.

# 2009 Payroll Processing Calendar

PeopleSoft – Bi-Weekly

## AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



Holiday



ACH Payroll Funding



Bi-Weekly Payroll Payday



Timekeeper and BROS Deadline



Pay Period End Date



HR Input Deadline



Payroll Confirm/Processing



Furlough Date

### IMPORTANT NOTES

- No scheduled furlough days in August.
- Payroll processing and distribution schedule is normal.



# 2009 Payroll Processing Calendar

PeopleSoft – Bi-Weekly

## SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	<b>F 4</b>	5
6	H 7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



Holiday



ACH Payroll Funding



Bi-Weekly Payroll Payday



Timekeeper and BROS Deadline



Pay Period End Date



HR Input Deadline



Payroll Confirm/Processing



Furlough Date




### IMPORTANT NOTES

- Payroll Operations closed Friday, Sept. 4 for the scheduled furlough day.
- Deadline change: HR input deadline for Sept. 17 payroll is Thursday, Sept. 3.
- No changes to payroll processing or distribution due to the furlough day.

# 2009 Payroll Processing Calendar

PeopleSoft – Bi-Weekly

## OCTOBER

S	M	T	W	T	F	S
				 1	2	3
4	5	6	7	8	9	10
11	<b>F</b> 12	13	14	 15	16	17
18	19	20	21	22	23	24
25	26	27	28	 29	30	31



Holiday



ACH Payroll Funding



Bi-Weekly Payroll Payday



Timekeeper and BROS Deadline



Pay Period End Date



HR Input Deadline



Payroll Confirm/Processing



Furlough Date

### IMPORTANT NOTES

- Payroll Operations closed Monday, Oct. 12 for the scheduled furlough day.
- No changes to payroll processing or distribution due to the furlough day.

# 2009 Payroll Processing Calendar

PeopleSoft – Bi-Weekly

## NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	H11	12	13	14
15	16	17	18	19	20	21
22	23	24	F25	H26	H27	28
29	30					



Holiday



ACH Payroll Funding



Bi-Weekly Payroll Payday



Timekeeper and BROS Deadline



Pay Period End Date



HR Input Deadline



Payroll Confirm/Processing



Furlough Date

### IMPORTANT NOTES

- Payroll Operations closed Wednesday, Nov. 25 for scheduled furlough day.
- Payroll Operations closed Thursday, Nov. 26 and Friday, Nov. 27 for holidays.
- Payroll will be processed Thursday, Nov. 19 (instead of Friday).
- Deadline changes: HR Input, Friday, Nov. 13. Time & Labor, Tuesday, Nov. 17.
- Payday is Wednesday, Nov. 25. Payroll ready at noon on Tuesday, Nov. 24.
- Direct deposits processed on the normal schedule and available on payday.

# 2009 Payroll Processing Calendar

## PeopleSoft – Bi-Weekly

### DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	F24	H25	26
27	28	29	30	31	H1	2
3	4	5	6	7	8	9

January, 2010

<b>H</b>	Holiday		HR Input Deadline
	ACH Payroll Funding		Payroll Confirm/Processing
	Bi-Weekly Payroll Payday	<b>F</b>	Furlough Date
	Timekeeper and BROS Deadline		
	Pay Period End Date		

### IMPORTANT NOTES

- Payroll Operations closed Thurs., Dec. 24 for the scheduled furlough day.
- Payroll Operations closed Fri., Dec. 25 and Jan. 1, 2010 for the holidays.
- Payroll for Dec. 24 payday processed Thurs., Dec. 17 (instead of Friday).
- Deadline change: HR Input = Fri., Dec. 11, Time & Labor = Tues., Dec. 15.
- Payday is Thurs., Dec. 24. Payroll ready at noon Wed., Dec. 23.
- Direct deposits processed on normal schedule and available on payday.
- Deadline changes for Jan. 7, 2010 pay date: HR Input = Wed., Dec. 23, Time & Labor = Tues., Dec. 29.